

**Chief Financial Officer/Chief Administrative Officer Council<sup>1</sup>**  
**Terms of Reference**  
**(Revised: January 25, 2006)**

**Purpose:** The NOAA Chief Financial Officer(CFO)/Chief Administrative Officer (CAO) Council is the decision making or recommending body on NOAA wide financial and administrative functions under the responsibility of NOAA=s CFO, CAO, Director of Acquisition and Grants (AGO) and Director of Workforce Management (WM). Topics for Council decision and/or recommendations to the NEP include:

- ! Funding centralized services and/or direct bills
- ! Financial aspects of any presentation to be made to the NEP or the NEC.
- ! NOAA-wide financial and administrative policies
- ! Budget matters
- ! Administrative matters, such as the use of VERA, facilities plans, etc.
- ! Topics requested by any of its members, referred by the NEP/NEC and/or tentative decisions of any Committee reporting to the Council
- ! Execution Reviews of NOAA Programs

**Membership:**

**CFO Council B Executive Session Members** - Members who attend Executive Sessions will be based on the decision of the Chair.

**CFO Council Members:**

- ! Chair, NOAA Chief Financial Officer (Maureen E. Wylie, 202-482-0917, maureen.wylie@noaa.gov)
- ! Executive Secretary (non-voting) (Debra Rodgers, 202-482-4986)
- ! NOAA Chief Administrative Officer
- ! Director of Workforce Management
- ! Director of Acquisition and Grants Office
- ! Director of Planning, Analysis and Evaluation
- ! Chief Information Officer
- ! Line Office CFO/CAOs or Management and Budget Chiefs
- " National Weather Service

- " National Ocean Service
  - " National Environmental Satellite, Data, and Information Service
  - " Office of Oceanic and Atmospheric Research
  - " National Marine Fisheries Service
  - " Office of Marine and Aviation Operations
  - " Program Planning and Integration
- ! Staff Office Management and Budget Chiefs
- " Undersecretary and Associated Offices
  - " General Counsel
- ! **Advisors:**
- " Committee Chairs
  - " Division Chiefs of CFO, CAO, WM or AGO

Any member or advisor may send a designee to a meeting so long as the designee is empowered to act on behalf of the member or advisor. As necessary, the Chair will invite subject matter experts to address agenda items

**Contact Person:** Chair B Maureen E. Wylie

**NOTE: Recommend that the number of Committees be reduced as follows:**

**Committees that Report to the Council:**

- ! CFO Business Process Committee:
  - " Finance Committee
  - " Budget Business Rules Workgroup
- ! Systems Committee
  - " CBS Software Work Group
- ! Facilities Committee
- ! Grants Management Advisory Committee
  - " *Acquisition Committee*
- ! Business Management Fund Operations Committee
- ! Workforce Management Committee
- ! Commitment Accounting Team

**Roles and Responsibilities:**

- ! **Members** B discuss and decide issues before the Council; as assigned perform projects for the Council
- ! **Council** B decision making or recommending body on NOAA wide financial and administrative functions under the responsibility of NOAA=s CFO, CAO, Director of Acquisition and Grants (AGO) and Director of Workforce Management (WM)
- ! **Committees** B Per established charter

! **Meeting Frequency** B weekly, with special meetings as required

**Decision Making Process:**

Decisions and recommendations of the Council will be accomplished by consensus. The Chair will strive for consensus on every issue (no one votes Athumbs down@ on an issue). Where consensus is not achieved the NOAA wide Director responsible for the function in question (e.g., the CFO, CAO, WM or AGO) will have 51% of the vote. The NEP can request that any decision be taken to the NEP or any member elevate an issue to the NEP

**Charter:**

The CFO/CAO Council was established to ensure that all NOAA wide financial and administrative decisions and actions are considered by all the relevant senior officials in NOAA and that other NOAA Councils have an opportunity to present financial and administrative proposals prior to taking such proposals to the NEP or the NEC.

**Business Rules:**

- The CFO Council will develop an annual Agenda that will include review of programs that require management oversight
- Agenda items for the NEP and NEC will be reviewed by the CFO Council for items that should be discussed at the CFO Council prior to going to the NEP or NEC.
- CFO Council will conduct a paper review of the Programs selected for Execution Review by the NEP.